



License # _____

Account # _____

City of Sierra Vista BUSINESS LICENSE APPLICATION

NAME OF BUSINESS: _____

Business Phone: _____ AZ Sales Tax #: _____

Physical Location: _____
STREET ADDRESS CITY STATE ZIP

Business Mailing Address: _____
STREET ADDRESS CITY STATE ZIP

E-Mail Address: _____

Please check here if you wish to receive your renewals and licenses by email: _____

OWNER: _____ Phone: _____

Home Address: _____
STREET ADDRESS CITY STATE ZIP

---OR---

MANAGER: _____ Phone: _____

Home Address: _____
STREET ADDRESS CITY STATE ZIP

Emergency Contact / Phone: _____

TYPE OF BUSINESS: _____

OWNERSHIP: Individual Partnership Corporation LLC

____ Contractor, Contractor # _____ Expiration _____

Contractor type: _____

NO. OF EMPLOYEES: _____ DATE BUSINESS BEGAN IN SIERRA VISTA: _____

OFFICIAL USE ONLY			
DATE RECEIVED: _____	AMOUNT PAID: _____	CK _____	CA _____
OP _____	NAICS or SIC Code _____	LOCATION ID _____	
LICENSE NUMBER _____			

Updated 03/02/2020

Completed forms, supporting documents and payment can be mailed to:

City of Sierra Vista
Attn: Business Licensing
1011 North Coronado Drive
Sierra Vista, AZ 85635

or email to: BusinessLicense@SierraVistaAZ.gov

I have read and acknowledge the following rules:

1. This application must be approved before I can lawfully engage in any business activities in the City of Sierra Vista
2. A separate license is required for each business location.
3. Written notification of any changes or cancellation of this application must be made immediately to the License Clerk. Without written notification of cancellation, billing will continue.
4. This license is **NON-TRANSFERABLE** and shall be valid until revoked by the City Clerk.
5. The fee for a new license is \$100.00 and is **NOT PRORATABLE**. The annual renewal fee is \$50.00, payable January 1ST of each year.
6. I certify that if applicable, I will submit the application for an Arizona State Sales Tax Number for the location described with five (5) working days of the approval of this application.
7. Non-profits must submit proof of exemption. (Letter of Determination)
8. A separate permit is required for any business sign.
9. When operating from a commercial location, I will be required to submit a **Zoning Compliance Certificate**. If operating from my home within City Limits, I will be required to complete a **Home Occupation Application**.
10. I hereby certify that the statements made herein, to the best of my belief and knowledge, are true and correct.

I UNDERSTAND THAT THIS LICENSE IS CONTINGENT UPON APPROVAL FROM COMMUNITY DEVELOPMENT, THE FIRE DEPARTMENT, AND ENVIRONMENTAL SERVICES:

SIGNATURE: _____ TITLE: _____

I request to not be contacted by outside businesses or solicitors:

SIGNATURE: _____

INDIVIDUAL AND PARTNERSHIP LICENSING ELIGIBILITY

DOES NOT APPLY TO CORPORATIONS OR LLC

Before issuing a license to an individual, the individual must present one of the following documents to the municipality indicating that the individual's presence in the United States is authorized under federal law:

Check the box next to the document indicating lawful presence.

	An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
	A driver license issued by a state that verifies lawful presence in the United States. (See Overview of States' Driver's License Requirements.)
	A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
	A United States certificate of birth abroad.
	A United States passport.
	A foreign passport with a United States visa.
	An I-94 form with a photograph.
	A United States citizenship and immigration services employment authorization document or refugee travel document.
	A United States certificate of naturalization.
	A United States certificate of citizenship.
	A tribal certificate of Indian blood.
	A tribal or bureau of Indian affairs affidavit of birth.

This provision does not apply to an individual, if **all** of the following apply:

1. The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
2. The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.

Signature of applicant

Date

Signature of municipal employee

Date